



April 11, 2007

TO: Transportation Authority of Marin Executive Committee

FROM: Dianne Steinhauser, Executive Director

RE: Office Space Update, Agenda Item 9

Dear Commissioners:

Executive Summary

Over the past 18 months, TAM staff have been working at finding a permanent office space. The first few months consisted of deciding on the geographical area and parameters under which to locate TAM's offices. It was agreed by the TAM Board that TAM would locate in central Marin County, that quality transit access would be available nearby, and that TAM would ideally relocate with the Marin County Transit District. After review of available spaces, a site was selected at 900 4th Street in San Rafael. After an essential floor plan was developed for the site, and an ADA inspection was conducted and necessary improvements defined, staff realized that it would cost at least \$175, 000 to move in, as the owner would not agree to fund any of the ADA improvements and would not support over half of the Tenant Improvements as well. As this amount exceeded an entire year's budget for office rent, and parking at the site was very limited, the site was abandoned. As well, the site would have just fit existing staff needs at the two agencies with no room to grow.

TAM staff paused in its efforts to locate an office from late Spring through early Fall, awaiting the hiring of a General Manager for the Marin County Transit District (MCTD), who would then work with TAM's Executive Director to finalize an office location and layout. When this did not transpire, TAM and MCTD agreed to renew a search for office space in October 2006, lead by TAM's Executive Director and MCTD's Acting General Manager. The team centered on two options within the Corporate Center in San Rafael. The most cost-effective option was pursued over a period of four months. This sub-lease option was ultimately rejected by the owner in early February 2007.

Since that time, TAM staff have combed through available properties in the central area of the County. Note that since February, TAM staff have favorably responded to a request from SMART that their small agency co-locate with TAM and MCTD as well, at least for the near term. The economies of scale in sharing certain functions and equipment are beneficial to each agency. This will be discussed further at the TAM Exec Committee.

TAM staff wish to update the Exec Committee on current site options.

Recommendation: Discussion only. Staff seek guidance from the Exec Committee on previous parameters for TAM's permanent office location and adjustments to those parameters.